

## Programme of Meetings 2023/24

<b>Corporate Priority:</b>	All
<b>Relevant Ward Member(s):</b>	All
<b>Date of consultation with Ward Member(s):</b>	N/A
<b>Exempt Information:</b>	No

### 1 Summary

- 1.1 To set out the proposed calendar of meetings for the Municipal Year 2023-2024 which must be approved at the Annual Council Meeting. The report presents the programme of meetings and the principles that have been applied in compiling it.

### 2 Recommendations

**That Council:**

- 2.1 **Approves the programme of meetings for the Municipal Year 2023-2024 (Appendix A).**

### 3 Reason for Recommendations

- 3.1 To approve the Council's meetings dates for the coming Municipal Year in order to comply with legislative requirements.

## **4 Background**

- 4.1 The Annual Calendar of Meetings is designed each year to ensure adherence to statutory, financial and constitutional obligations of the Council. The schedule is also underpinned by a series of principles which afford some consistency from year to year. The principles are attached at Appendix B.

## **5 Main Considerations**

- 5.1 As well as ensuring statutory financial deadlines are able to be met, the timetable has been drafted taking into account bank holidays, Leicestershire school holidays and Council meetings of the Leicestershire County Council.
- 5.2 No changes are proposed to current start times. Planning Committee meetings will continue to start at 6.00 p.m. and all other Committee and Council Meetings will start at 6.30 p.m. as is currently the case. Cabinet meetings are scheduled for 4.00 p.m. and the Leader will have discretion to amend the time according to Member availability.
- 5.3 Meetings will be held at Parkside apart from during the period leading up to an election when the Council Chamber is engaged for that purpose.
- 5.4 In addition to the schedule proposed, Extraordinary Council and Ad hoc Cabinet and Committee meetings may be convened for business that cannot wait until the next meeting or where an item of business is of a high level of significance to need a meeting dedicated to that purpose. Sub Committees may also be convened as set out in the Constitution.
- 5.5 Occasionally scheduled meetings listed in the Programme of Meetings are cancelled due to there being no business for Members' consideration within the remit of a particular decision-making body. The Proper Officer has the authority to amend the time and date of meetings, as well as call additional meetings as required.
- 5.6 It should be noted that there has been one amendment to the consultation version of the schedule with the proposed Cabinet due to take place on 7 June, now proposed to take place on 14 June. The purpose of this change is to enable more time between the Annual Meeting and the first Cabinet meeting.

## **6 Options Considered**

- 6.1 The version of the programme of meetings presented has had a number of iterations and has been amended to reflect the views of the Senior Leadership Team, Members of the previous Council and to ensure that the Council's decision making is compliant with statutory and local requirements.
- 6.2 It is a legislative requirement to publish a notice of the ordinary meetings of the Council and its Committees.

## **7 Consultation**

- 7.1 Members have been provided with the Draft Programme of Meetings.

## **8 Next Steps – Implementation and Communication**

- 8.1 Subject to approval, calendar invites for relevant meetings will be sent out to all members.
- 8.2 The Programme of Meetings will be displayed on the Council's notice board and published on the Council's website.

## 9 Financial Implications

9.1 There are no financial Implications arising from this report.

**Financial Implications reviewed by: Director for Corporate Services 15.05.23**

## 10 Legal and Governance Implications

10.1 An approved Annual Programme of Meetings ensures that decisions relating to budget, policy and regulatory matters that have statutory deadlines are able to be planned and made in accordance with the relevant legislation.

10.2 Publication of the Annual Calendar of Meetings ensures advance notice is given of decision-making meetings to be held in accordance with the Access to Information Procedure Rules set out in the Council's Constitution.

10.3 As required by Schedule 12 of the Local Government Act 1972, a notice is published on the notice board at the Council Offices informing the public of the meetings of the Council and its Committees. If changes are made to the public notice by the Proper Officer, the notice will be updated and information fully publicised on the Council's website.

**Legal Implications reviewed by: Deputy Monitoring Officer 15.05.23**

## 11 Equality and Safeguarding Implications

11.1 There are no equality and safeguarding implications as no service, policy or organisational changes are being proposed.

## 12 Community Safety Implications

12.1 There are no community safety implications.

## 13 Environmental and Climate Change Implications

13.1 There are no environmental and climate change implications.

## 14 Risk & Mitigation

14.1 The programme of meetings is presented for Council for approval to avoid the risk of non-compliance with legislation.

## 15 Background Papers

15.1 There are no background papers.

## 16 Appendices

16.1 Appendix A – Proposed Programme of Meetings 2023-2024

16.2 Appendix B – Principles for Programme of Meetings 2023-2024

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